

To be approved at next BCA meeting.

BOARD OF CIVIL AUTHORITY MEETING
Held on January 25, 2023

The Board of Civil Authority (BCA) meeting was called to order at 6:00 P.M. in the city council chambers, City Hall, Barre, Vermont by Board Chair Amanda Gustin. Members were present were: Peter Anthony, Ivana Argenti, Rosemary Averill, Patti Bisson, Michael Boutin, Emel Cambel, Michael Deering, Jake Hemmerick, Tom Kelly, Karen Lauzon, Thom Lauzon, Lisa Liotta, Brian Parker (arrived 6:35 PM), Haley Pero, Samn Stockwell, Tabitha Tant, Tess Taylor (arrived 6:08 PM), William Tobord, and Clerk Carol Dawes.

BCA members absent: Teddy Waszazak.

Clerk Dawes administered the oath of allegiance and the oath of office to the Justices of the Peace elected at the November 3, 2020 General Election. All JPs take office on February 1, 2023.

The board elected its officers for the next two years. Board Member Boutin nominated Board Member Tant for chair, seconded by Board Member T. Lauzon. Board Member Anthony nominated Board Member Gustin, seconded by Board Member Stockwell. Board Member Boutin moved to close nominations, seconded by Board Member T. Lauzon. A show of hands vote resulted in 9 votes for Board Member Tant and 9 votes for Board Member Gustin. Each nominee spoke of their previous experience, and Board Members spoke of their support for the two candidates. A paper ballot vote was conducted, with 10 ballots being cast for Board Member Tant and 8 ballots being cast for Board Member Gustin. **Clerk Dawes declared Board Member Tant as chair.**

Board Chair Gustin continued chairing the meeting, as Board Member Tant doesn't take office until February 1, 2023.

Board Member Cambel nominated Board Member Gustin as vice chair, seconded by Board Member Bisson. Boutin nominated Board Member K. Lauzon for vice chair, seconded by Board Member Toborg. A show of hands vote resulted in 9 votes for Board Member Gustin and 9 votes for Board Member K. Lauzon. A paper ballot vote resulted in 9 votes for Board Member Gustin and 9 votes for Board Member K. Lauzon. **Clerk Dawes noted she is a voting member of the Board of Civil Authority, and cast the tie breaking vote for Board Member Gustin. Board Member Gustin was declared as vice chair.**

Minutes from the November 3, 2022 BCA meeting were approved on motion of Board Member T. Lauzon, seconded by Board Member Stockwell. **Motion carried.**

Clerk Dawes distributed JP notebooks to new JPs, and updated contact sheets to all BCA members. The Clerk noted she emailed copies of all notebook materials to BCA members earlier in the day, and can print hard copies of anything upon request. The Clerk led a review through the contents:

- Contact List.
- Justice of the Peace Handbook
- Notary Public information from the Secretary of State's website – JPs may become notaries at no charge, but must register through the Secretary of State's Office of Professional Regulation website.
- Elections. There is one election on the calendar for 2023:
 - March 7 – Annual (Town) Meeting, Barre Unified Union School District annual meeting, Central Vermont Public Safety Authority annual meeting, and Central Vermont Career Center School District annual meeting.
- Property Tax Assessment Appeals – The Clerk reviewed the assessment appeal handbook, the process and timeline for assessment appeals.
- Board of Abatement – The Clerk reviewed the abatement handbook, the criteria under which an abatement may be granted, and the Barre City abatement procedures.

The Clerk reviewed standard meeting schedules throughout the year:

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- Pre-election meetings generally held the Thursday before an election (next is March 2, 2023 at 6PM)
- Property tax assessment appeal hearings – fall
- Board of Abatement hearings – as needed

The clerk spoke of the quorum requirements for the different bodies and functions. She noted this summer the BCA will review the census data to ensure ward divisions have relatively balance population representation. The Board will also hold its semiannual review of the voter checklist for issuance of challenge letters sometime before September, as required by statute.

The meeting adjourned at 7:08 PM on motion of Board Member T. Lauzon, seconded by Board Member K. Lauzon.

Respectfully submitted,

Carolyn S. Dawes, Clerk of the Board

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